

From: [R6HarveyLSC](#)
To: [R6HarveyInfo](#)
Subject: FW: Mobilization Package - R6H1HarveyResponse
Date: Thursday, September 7, 2017 5:21:09 PM
Importance: High

From: Williams, Jacqueline
Sent: Thursday, September 7, 2017 5:21:07 PM (UTC-06:00) Central Time (US & Canada)
To: Adams, Mikeal
Cc: R6HarveyLSC; R6HarveyInfo; Carter, Timber; Coats, Janetta; Matsinger, Josie
Subject: Mobilization Package - R6H1HarveyResponse

Hi Mike,

Just close the loop, I was able to reserve hotel rooms for the three R3 folks deploying this weekend.

Thanks,
Jac

Jackie Williams
Resource Unit Leader & Logistic Section Chief - Hurricane Harvey

Removal Budget Coordinator &
Deputy Project Officer - ERRS
US EPA - Region III
Preparedness and Support Branch (3HS33)
1650 Arch Street
Philadelphia, PA 19103
215-814-3248
215-814-3254 (fax)
williams.jacqueline@epa.gov

From: Adams, Mikeal
Sent: Thursday, September 07, 2017 4:06 PM
To: Swatts, Darriel <Swatts.Darriel@epa.gov>
Cc: Williams, Jacqueline <williams.jacqueline@epa.gov>; R6HarveyLSC <R6HarveyLSC@epa.gov>; R6HarveyInfo <R6HarveyInfo@epa.gov>; Carter, Timber <Carter.Timber@epa.gov>; Coats, Janetta <coats.janetta@epa.gov>
Subject: Darriel Swatts Mobilization Package - R6H1HarveyResponse

On August 25th, 2017 FEMA activated EPA under its Emergency Support Function (ESF 10). You have been selected to mobilize to Houston, Texas and assist in this mission. Your selection has been based on your willingness to deploy and arrive on **9/10/2017** at 8:00am. The anticipated work schedule is a 12-hour work day Sunday thru Saturday. This deployment is slated for a minimum of 14-day period, not including travel time. If you are unable to check-in during this time frame, you must contact Region 6 at R6HarveyLSC@epa.gov. If you have questions about the deployment,

please contact the Logistics Section Chief (LSC) at R6HarveyLSC@epa.gov.

Position/assignment and Asset Tracker Number: Community Liaison, 36223

Command Post: Bravo HOU – 13411 Hillard Rd, Houston, TX 77034

First Work Day: 9/10/2017 @ 0800

Demob Date: 9/20/2017

POC at Command Post: Warren Zehner

Lodging: Club Quarters, 720 Fannin St., Houston, TX 77002 – 713-224-6400

The room is not guaranteed until Saturday.

Mode of Transportation: Book your own commercial air and rental car. Logistics has secured a hotel room for you. Do not make your own lodging arrangements without checking with Dallas REOC logistics.

Bring ID clothing with you.

IMPORTANT ACTION ITEMS (NO EXCEPTIONS):

1. Prepare TA per your regional process. Include your Asset Tracker number in TA comments. Apply below accounting code and route through regional process for authorization and approval.
2. Ensure work schedule in People Plus is recorded as regular 8 hour day.
 1. Overtime forms.
 - ❖ Outside R6 – Complete overtime request form, include your Asset Tracker number and obtain Regional Manager approval. Upon returning to your region from response, complete approved overtime form and PDF copy to R6HarveyfSC@epa.gov
 - ❖ R6 Employees – Overtime form will be prepared for you by REOC. Approved copy will be emailed to you. Upon returning from the response, complete approved overtime form and PDF copy to R6HarveyfSC@epa.gov
3. UPON ARRIVAL TO HOTEL/COMMAND POST, CALL LOGISTICS AT 214-665-9704
4. Region 6 employees TA will be created by the REOC.

TA Accounting Code:

DCN: HHR

Budget FY: 2016/17

Fund: BR

Org Code: 06LOX13

PRC: 303DC6

Site: H001

See attached mobilization guidance document for detailed information.

Mike Adams
Hurricane Harvey Response Team
REOC Dallas
214-665-6711